



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Alison McKee, County Librarian  
Date: September 7, 2021

Subject: Cancel one Library Assistant-Advanced Level and add one Librarian Specialist

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25793 to cancel one (1) vacant Library Assistant-Advanced Level (3KTB) (represented) position # 12962; and add one (1) Librarian Specialist (3AVA) (represented) position at the Library.

**FISCAL IMPACT:**

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$20,437. No fiscal impact to the County General Fund.

**BACKGROUND:**

Due to an immediate and urgent need, the Library assigned a vacant Librarian Specialist position to its Virtual Services unit to help handle the increasing need to handle web technologies and online systems used by patrons and staff. With the influx of new technologies designed to support libraries, the position is a necessary component in providing virtual services.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **09/07/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 7, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Samuel Treanor (925)  
608-7702

### BACKGROUND: (CONT'D)

The vacant Librarian Specialist position was originally assigned to Adult Services. With the position's reassignment to Virtual Services, there is now a gap to support Adult Services programming and functions. The Library has determined it needs a new position to close this gap in services and meet the needs of the Library's adult patrons. This position's focus will allow the Library to further meet its goals outlined in the Library's Strategic Plan. As part of the Library's efforts to promote Virtual Services, it recently promoted the incumbent in the Library Assistant-Advanced Level position #12962 to its then-vacant Media Production Technician position. The Library has determined the vacated Library Assistant-Advanced Level position is no longer necessary to meet its goals.

### CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, Library services will be negatively impacted since it will not have professional level staff directly overseeing its Adult Services program, requiring senior management staff to oversee this area.

### ATTACHMENTS

P300 25793: Cancel Library Asst-Adv & Add Librarian Specialist